



INTERNET EDITION

The following pages reflect the MANUAL OF CITATIONS as used in the Supreme Court of Ohio Reporter's Office.

This manual first appeared on July 1, 1992 and has not been updated since that date.

This manual may also be found in Volume 88 Ohio App.3d.

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INTERIM EDITION

to the

Manual of the Forms of Citation

used in the

Ohio Official Reports

July 1, 1992

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Introduction to the Interim Edition

The Manual of the Forms of Citation Used in the Ohio Official Reports first appeared in January 1985. Its purpose was to make uniform the forms of citation used in opinions published in the Ohio Official Reports.

Several changes have appeared in the forms of citation over the past eight years, most notably the use of parallel citations and pinpoint page citations. In addition, West Publishing Company became the publisher of the Ohio Official Reports on July 1, 1991. By agreement with West, several changes were incorporated into the manual in order to make Ohio's forms of citation more consistent with those used in West's other publications.

For example, although the date of a cited opinion continues to follow the caption, *e.g.*, *In re Gibson* (1991), 61 Ohio St.3d 168, 573 N.E.2d 1074, the *v.* for versus is now italicized and there is no space between St. and 3d, and N.E. and 2d, *e.g.*, *Episcopal Retirement Homes, Inc. v. Ohio Dept. of Indus. Relations* (1991), 61 Ohio St.3d 366, 370, 575 N.E.2d 134, 137. Moreover, cases captioned with "State ex rel." will no longer use a comma after "State" and after the relator's name, *e.g.*, *State ex rel. Reider's, Inc. v. Indus. Comm.* (1988), 48 Ohio App.3d 242, 549 N.E.2d 532.

This edition of the Manual of the Forms of Citation Used in the Ohio Official Reports is an interim edition. It was necessary to update quickly the first edition with changes to the forms of citation that have been made over time, and because of the publishing contract with West. Yet, the Reporter's Office plans to produce a more comprehensive revision to the manual that will include more citation examples and a section on common grammatical problems.

If you have any comments on the Reporter's Office's interim manual, please contact us at the Supreme Court of Ohio, State Office Tower—Second Floor, 30 East Broad Street, Columbus, Ohio 43266-0419. Telephone 1-614-466-4961.

Walter S. Kobalka
Reporter
July 1, 1992

(Introduction to the First Edition)

INTRODUCTION

The purpose of this Manual of the Forms of Citation Used in the Ohio Official Reports is to effect a statewide uniformity in the citation of legal authority in opinions written by Ohio's courts.

If all opinions submitted to the Reporter's Office conformed to the forms of citation set forth in this manual, the process of editing those opinions would be facilitated and, consistent with the Supreme Court Rules for Reporting Opinions (3 Ohio St.3d xxi to xxiv), more opinions could be reported for the benefit of the bench, bar and people of the state of Ohio.

This manual will be periodically revised as needed to enhance its clarity and comprehensiveness. Comments and suggestions about this manual should be directed to the Reporter's Office, Supreme Court, State Office Tower, 30 East Broad Street, Columbus, Ohio 43215.

Walter S. Kobalka
Reporter
January 9, 1985

CASES

Ohio Cases

When citing reported Ohio cases, (1) the names of the parties and the v. for versus are italicized; (2) the year of decision follows the names of the parties and is placed within parentheses; (3) a comma follows the parentheses; (4) the full parallel citation is given, beginning with the official citation where available, followed by (where available) Ohio Law Abstracts, Ohio Opinions, Ohio Bar Reports, and Northeastern Reporter, in that order.

Examples

O'Brien v. Egelhoff (1984), 9 Ohio St.3d 309, 9 OBR 520, 459 N.E.2d 886

Marrek v. Cleveland Metroparks Bd. of Commrs. (1984), 9 Ohio St.3d 194, 9 OBR 508, 459 N.E.2d 873, syllabus

Use this example when citing specifically to a syllabus composed of one paragraph.

Scioto Valley Ry. & Power Co. v. Pub. Util. Comm. (1926), 115 Ohio St. 358, 154 N.E. 320, paragraph two of the syllabus

Use this example when citing specifically to one paragraph of a multi-paragraph syllabus.

Burger Brewing Co. v. Thomas (1975), 42 Ohio St.2d 377, 71 O.O.2d 366, 329 N.E.2d 693

State v. Crandall (1983), 9 Ohio App.3d 291, 292, 9 OBR 538, 539, 460 N.E.2d 296, 298

Use this example when referring to a specific page.

Cincinnati Gas & Elec. Co. v. J.T. Lohrer Constr. Co. (1983), 9 Ohio Misc.2d 23, at 24, 9 OBR 623, at 625, 459 N.E.2d 1327, at 1329

Use this example as an alternate method for referring to a specific page.

Colley v. Colley (1989), 43 Ohio St.3d 87, 91-93, 538 N.E.2d 410, 413-415 (Moyer, C.J., dissenting)

Vogel v. Wells (1991), 57 Ohio St.3d 91, 99-101, 566 N.E.2d 154, 162-164 (Holmes, J., concurring in part and dissenting in part)

Gressman v. McClain (1988), 40 Ohio St.3d 359, 364, 533 N.E.2d 732, 737-738 (A.W. Sweeney, J., concurring)

Walters v. Knox Cty. Bd. of Revision (1989), 47 Ohio St.3d 23, 26, 546 N.E.2d 932, 935-936 (Douglas, J., concurring in judgment only)

Use the above four examples when referring to a minority opinion.

Hogg v. Zanesville Canal & Mfg. Co. (1832), 5 Ohio 410

State v. Bauer (1894), 1 Ohio N.P. 103, 105, 1 Ohio Dec. 199, 200

Cincinnati Traction Co. v. Cahill (1922), 16 Ohio App. 496, at 501

Apollo Cigar Co. v. O'Brien (1908), 11 Ohio C.C.(N.S.) 63, 20 Ohio C.D. 710

Judson v. Stewart (1897), 7 Ohio Dec. 532, 536, citing *Brown v. Hitchcock* (1881), 36 Ohio St. 667, 6 W.L.B. 30

Heimlich v. Dispatch Printing Co. (1916), 18 Ohio N.P.(N.S.) 505, 26 Ohio Dec. 234, 61 W.L.B. 61

Somerby v. Tappan (1833), Wright 230

Bebout v. Simmonds (1818), Tappan 227

Gray v. Allison Div., Gen. Motors Corp. (1977), 52 Ohio App.2d 348, 351, 6 O.O.3d 396, 398, 370 N.E.2d 747, 750, citing *Joftes v. Kaufman* (D.D.C.1971), 324 F.Supp. 660

Ohio Cases—Miscellaneous Reports

When citing Ohio Miscellaneous Reports, Ohio Law Abstracts, or Ohio Opinions, for example, if the author wants to specify the court of decision, an abbreviation for the court of decision may precede the year of decision within the parentheses.

Examples

Dayton v. Brennan (M.C.1952), 64 Ohio Law Abs. 525, 112 N.E.2d 837
M.C. = municipal court.

Kessler v. Brown (App.1939), 30 Ohio Law Abs. 321, 17 O.O. 42, 32 N.E.2d 68
App. = court of appeals.

State v. Saan (C.P.1947), 50 Ohio Law Abs. 5, 36 O.O. 271, 75 N.E.2d 824
C.P. = court of common pleas.

Welter v. Welter (C.P.1971), 27 Ohio Misc. 44, 55 O.O.2d 302, 267 N.E.2d 442

Hepner v. Bd. of Review (App.1978), 11 O.O.3d 144

Campbell v. Musart Soc. (P.C.1956), 72 Ohio Law Abs. 46, 50, 131 N.E.2d 279, 282
P.C. = probate court.

Cincinnati v. St. Paul Mercury Indemn. Co. (Ohio App.1959), 165 N.E.2d 798

The above case was not officially reported; the “Ohio App.” in the parentheses identifies the state and court of decision.

Ohio Cases—State ex rel.

In cases when the caption contains the designation “State ex rel.,” *State ex rel.* is italicized. Unlike the First Edition of the manual, a comma will no longer be placed after “State” and before “ex rel.”; a comma will no longer be placed after the relator's name and before “v.”

Examples

State ex rel. Harris v. Rhodes (1978), 54 Ohio St.2d 41, 8 O.O.3d 36, 374 N.E.2d 641

State ex rel. Unger v. Quinn (1984), 9 Ohio St.3d 190, 191, 9 OBR 504, 505, 459 N.E.2d 866, 867

Ohio Cases—Unreported Cases

When citing Ohio unreported cases, (1) the names of the parties and the v. for versus are italicized; (2) the date of decision follows the names of the parties and is placed within parentheses; (3) a comma follows the parentheses; (4) the name of the county wherein the decision was decided follows the comma; (5) the name of the county is followed by an abbreviation for the court of decision, e.g., App. = court of appeals; C.P. = court of common pleas; P.C. = probate court; J.C. = juvenile court; M.C. = municipal court; Ct. of Cl. = Court of Claims of Ohio; (6) the case number follows the abbreviation for the court of decision as “No. ____”; (7) a comma and the word “unreported” follows the case number. In the date of decision, the names of the months are abbreviated. See page 30 for the abbreviations of the months.

Examples

State v. Keister (Nov. 10, 1976), Summit App. No. 8149, unreported

Bokovitz v. Cleveland Metroparks Sys. (May 9, 1983), Cuyahoga App. No. 45215, unreported

Dayton Power & Light Co. v. Puterbaugh (Mar. 7, 1980), Miami App. No. 79-CA-13, unreported

Woodrum v. Rolling Hills Loc. Bd. of Edn. (Oct. 13, 1981), Guernsey C.P. No. 30201, unreported

Columbus v. Stewart (Jan. 29, 1981), Franklin Cty. M.C. No. M80-CR-B-024067, unreported, cited in *Columbus v. New* (1982), 1 Ohio St.3d 221, 222, 1 OBR 244, 245, 438 N.E.2d 1155, 1156, fn. 1

A “fn.” follows the entire parallel citation.

Flenoy v. Russell (June 15, 1988), N.D.Ohio No. C87-1293, unreported

The above model should be used for all unreported decisions, whether those of foreign jurisdictions, administrative bodies, or federal courts.

Ohio Cases—Abbreviations for Reports of Ohio Cases

The following are the standard abbreviations for various reports of Ohio cases:

Ohio Reports (1821-1851)	Ohio
Ohio State Reports (1852-1964)	Ohio St.
Ohio State Reports, Second Series (1964-1982)	Ohio St.2d
Ohio State Reports, Third Series (1982-date)	Ohio St.3d
Ohio Appellate Reports (1913-1964)	Ohio App.
Ohio Appellate Reports, Second Series (1963-1982)	Ohio App.2d
Ohio Appellate Reports, Third Series (1982-date)	Ohio App.3d
Ohio Miscellaneous Reports (1963-1982)	Ohio Misc.
Ohio Miscellaneous Reports, Second Series (1982-date)	Ohio Misc.2d
Ohio Circuit Court Reports (1885-1901)	Ohio C.C.
Ohio Circuit Court Reports, New Series (1903-1917)	Ohio C.C.(N.S.)
Ohio Circuit Decisions (1885-1901)	Ohio C.D.
Ohio Nisi Prius Reports (1894-1901)	Ohio N.P.
Ohio Nisi Prius Reports, New Series (1903-1934)	Ohio N.P.(N.S.)
Ohio Decisions (1894-1920)	Ohio Dec.
Ohio Decisions Reprint (1840-1893)	Ohio Dec.Rep.

Ohio Law Abstracts (1923-1964)	Ohio Law Abs.
Ohio Courts of Appeals Reports (1917-1922)	Ohio C.A.
Ohio Opinions (1934-1956)	O.O.
Ohio Opinions, Second Series (1954-1976)	O.O.2d
Ohio Opinions, Third Series (1973-1982)	O.O.3d
Ohio Bar Reports (1982-1987)	OBR
Ohio Supplement (1937-1946)	Ohio Supp.
Tappan's Reports (1816-1819)	Tappan
Weekly Law Bulletin (1876-1921)	W.L.B.
Wright's Ohio Supreme Court Reports (1831-1834)	Wright

Foreign Cases

When citing foreign case reports, (1) the names of the parties and the v. for versus are italicized; (2) the year of decision follows the names of the parties and is placed within parentheses; (3) a comma follows the parentheses; (4) the volume and page number of the official report is given; (5) the parallel citations are also given.

A citation to a case reported by West Publishing Co. for which no official citation is available should include the abbreviation of the state in parentheses before the year of decision if the decision is from that state's highest court. If the decision is from a lower court of that state, designate the court as indicated in the following examples.

Examples

Fendelman v. Fenco Handbag Mfg. Co. (Mo.1972), 482 S.W.2d 461
Mo. = Missouri Supreme Court.

Lawley v. Kansas City (Mo.App.1974), 516 S.W.2d 829, 830
Mo.App. = Missouri Court of Appeals.

Johnson v. State (Tex.Crim.App.1991), 815 S.W.2d 707
Tex.Crim.App. = Texas Court of Criminal Appeals.

Gissen v. Goodwill (Fla.1955), 80 So.2d 701, at 702
Fla. = Florida Supreme Court.

Seabrook v. Taylor (Fla.App.1967), 199 So.2d 315
Fla.App. = Florida Court of Appeals.

Giguere v. Rosselot (1939), 110 Vt. 173, 3 A.2d 538

Richards v. Anderson (1959), 9 Utah 2d 17, 337 P.2d 59

In re Estate of Cavill (1974), 459 Pa. 411, 329 A.2d 503

Wolf v. People (1972), 69 Misc.2d 256, 329 N.Y.S.2d 291, affirmed (1972), 39 A.D.2d 864, 333 N.Y.S.2d 299

Pride Laboratories, Inc. v. Sentinel Butte Farmers Elevator Co. (N.D.1978), 268 N.W.2d 474

Supervisor of Assessments v. Bay Ridge Properties (1973), 270 Md. 216, 310 A.2d 773

Martin v. Mut. Life Ins. Co. of New York (1934), 189 Ark. 291, 71 S.W.2d 694

Names of states are not abbreviated in case captions.

W.R. Co. v. North Carolina Prop. Tax Comm. (1980), 48 N.C.App. 245, 269 S.E.2d 636

State v. Luck (La.1977), 353 So.2d 225, 232

State v. Lesieure (R.I.1979), 404 A.2d 457, 464

Joseph v. Lowery (1972), 261 Ore. 545, 495 P.2d 273

Turley v. N. Huntingdon Twp. (1972), 5 Pa.Comm. 116, 289 A.2d 509

Wellenkamp v. Bank of Am. (1978), 21 Cal.3d 943, 148 Cal.Rptr. 379, 582 P.2d 970

Foreign Cases—Abbreviations for Out-of-State Reports

A nonexhaustive list of state and territorial abbreviations to be used when citing state reports follows:

Alabama Reports	Ala.
Alabama Appellate Reports	Ala.App.
Alaska Reports	Alaska
Arizona Reports	Ariz.
Arizona Appellate Reports	Ariz.App.
Arkansas Reports	Ark.
California Reporter (West)	Cal.Rptr.
California Reports	Cal.

California Reports, Second Series	Cal.2d
California Reports, Third Series	Cal.3d
California Appellate Reports	Cal.App.
California Appellate Reports, Second Series	Cal.App.2d
California Appellate Reports, Third Series	Cal.App.3d
California Unreported Cases	Cal.Unrep.
Colorado Reports	Colo.
Colorado Appellate Reports	Colo.App.
Connecticut Reports	Conn.
Connecticut Appellate Reports	Conn.App.
Connecticut Supplement	Conn.Supp.
Delaware Reports	Del.
Delaware Chancery Reports	Del.Ch.
District of Columbia Appeals Cases	App.D.C.
Florida Reports	Fla.
Florida Supplement	Fla.Supp.
Florida Supplement, Second Series	Fla.Supp.2d
Georgia Reports	Ga.
Georgia Appeals Reports	Ga.App.
Hawaii Reports	Hawaii
Hawaii Appellate Reports	Hawaii App.
Idaho Reports	Idaho
Illinois Reports	Ill.
Illinois Reports, Second Series	Ill.2d
Illinois Appellate Reports	Ill.App.
Illinois Appellate Reports, Second Series	Ill.App.2d
Illinois Appellate Reports, Third Series	Ill.App.3d
Illinois Court of Claims Reports	Ill.Ct.Cl.

Indiana Reports	Ind.
Indiana Appellate Reports	Ind.App.
Iowa Reports	Iowa
Kansas Reports	Kan.
Kansas Court of Appeals Reports	Kan.App.
Kansas Court of Appeals Reports, Second Series	Kan.App.2d
Kentucky Reports	Ky.
Louisiana Reports	La.
Louisiana Court of Appeals Reports	La.App.
Maine Reports	Me.
Maryland Reports	Md.
Maryland Court of Special Appeals Reports	Md.App.
Massachusetts Reports	Mass.
Massachusetts Appellate Decisions	Mass.App.Dec.
Massachusetts Appeals Court Reports	Mass.App.Ct.
Michigan Reports	Mich.
Michigan Appeals Reports	Mich.App.
Michigan Court of Claims Reports	Mich.Ct.Cl.
Minnesota Reports	Minn.
Mississippi Reports	Miss.
Missouri Reports	Mo.
Missouri Appeal Reports	Mo.App.
Montana Reports	Mont.
Navajo Reporter	Navajo Rptr.
Nebraska Reports	Neb.
Nevada Reports	Nev.
New Hampshire Reports	N.H.
New Jersey Reports	N.J.

New Jersey Law Reports	N.J.L.
New Jersey Equity Reports	N.J.Eq.
New Jersey Miscellaneous Reports	N.J.Misc.
New Mexico Reports	N.M.
New York Reports	N.Y.
New York Reports, Second Series	N.Y.2d
Appellate Division Reports, Supreme Court	A.D.
Appellate Division Reports, Second Series	A.D.2d
Miscellaneous Reports, New York	Misc.
Miscellaneous Reports, Second Series	Misc.2d
New York Supplement	N.Y.S.
New York Supplement, Second Series	N.Y.S.2d
North Carolina Reports	N.C.
North Carolina Court of Appeals Reports	N.C.App.
North Dakota	N.D.
Oklahoma Reports	Okla.
Oklahoma Criminal Reports	Okla.Crim.
Oregon Reports	Ore.
Oregon Court of Appeals Reports	Ore.App.
Pennsylvania State Reports	Pa.
Pennsylvania Commonwealth Court Reports	Pa.Comm.w.
Pennsylvania Superior Court Reports	Pa.Super.
Pennsylvania District & County Reports	Pa.D.&C.
Pennsylvania District & County Reports, Second Series	Pa.D.&C.2d
Pennsylvania District & County Reports, Third Series	Pa.D.&C.3d
Pennsylvania District Reports	Pa.D.
Puerto Rico Reports	P.R.R.

Rhode Island Reports	R.I.
South Carolina Reports	S.C.
South Dakota Reports	S.D.
Tennessee Reports	Tenn.
Tennessee Court of Appeals Reports	Tenn.App.
Tennessee Criminal Appeals Reports	Tenn.Crim.App.
Texas Reports	Tex.
Texas Court of Appeals Reports	Tex.App.
Texas Criminal Reports	Tex.Crim.App.
Texas Civil Reports	Tex.Civ.App.
Utah Reports	Utah
Utah Reports, Second Series	Utah 2d
Vermont Reports	Vt.
Virginia Reports	Va.
Virginia Court of Appeals Reports	Va.App.
Washington Reports	Wash.
Washington Reports, Second Series	Wash.2d
Washington Appellate Reports	Wash.App.
Washington Territory Reports	Wash.Terr.
West Virginia Reports	W.Va.
Wisconsin Reports	Wis.
Wisconsin Reports, Second Series	Wis.2d
Wyoming Reports	Wyo.

Foreign Cases—West Regional Reporters and Others

A partial list of abbreviations used when citing West's regional reporters, and other reports, follows:

Atlantic Reporter	A.
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Atlantic Reporter, Second Series	A.2d
Bankruptcy Reporter The manual formerly used "Bankr."	B.R.
Decisions and Orders of the National Labor Relations Board Decisions	N.L.R.B.
Federal Cases	F.Cas.
Federal Communications Commission Reports Second Series	F.C.C. F.C.C.2d
Federal Power Commission Reports	F.P.C.
Federal Rules Decisions	F.R.D.
Federal Rules Service	Fed.R.Serv.
Federal Trade Commission Decisions	F.T.C.
Interstate Commerce Commission Reports	I.C.C.
Northeastern Reporter	N.E.
Northeastern Reporter, Second Series	N.E.2d
Northwestern Reporter	N.W.
Northwestern Reporter, Second Series	N.W.2d
Pacific Reporter	P.
Pacific Reporter, Second Series	P.2d
Southeastern Reporter	S.E.
Southeastern Reporter, Second Series	S.E.2d
Southern Reporter	So.
Southern Reporter, Second Series	So.2d
Southwestern Reporter	S.W.
Southwestern Reporter, Second Series	S.W.2d
Tax Court of the United States Reports	T.C.

Examples

In re H & W Ent., Inc. (N.D.Iowa 1982), 19 B.R. 582

In re Miller (Bankr.Ct.Md.1981), 10 B.R. 778

Bankr.Ct. = Bankruptcy Court

In re Amendment of Part 31, First Report & Order (1981), 85 F.C.C.2d 818

Gen. Box Co. (1949), 82 N.L.R.B. 678; *Mar-Jac Poultry Co.* (1962), 136 N.L.R.B. 785

Federal Cases

United States Supreme Court

When citing the opinions of the United States Supreme Court, cite the United States Reports, Supreme Court Reports and then Lawyers' Edition in that order. Use United States Law Week (U.S.L.W.) when ____ U.S. ____, ____ S.Ct. ____, ____ L.Ed.2d ____ citations are not available.

Examples

Beer v. United States (1976), 425 U.S. 130, 143, 96 S.Ct. 1357, 1365, 47 L.Ed.2d 629, 640 (Marshall, J., dissenting)

Chapman v. California (1967), 386 U.S. 18, 87 S.Ct. 824, 17 L.Ed.2d 705

Dutton v. Evans (1970), 400 U.S. 74, 91 S.Ct. 210, 27 L.Ed.2d 213

Heckler v. Turner (1985), 470 U.S. 184, at 191, 105 S.Ct. 1138, at 1142, 84 L.Ed.2d 138, at 144.

McFarland v. Byrnes (1902), 187 U.S. 246, 248, 23 S.Ct. 107, 108, 47 L.Ed. 162, 163.

United States v. Nixon (1974), 418 U.S. 683, at 699-700, 94 S.Ct. 3090, at 3103, 41 L.Ed.2d 1039, at 1059

Grayned v. Rockford (1972), 408 U.S. 104, 92 S.Ct. 2294, 33 L.Ed.2d 222

Coates v. Cincinnati (1971), 402 U.S. 611, 91 S.Ct. 1686, 29 L.Ed.2d 214

United States Supreme Court cases between 1790 and 1874 are also cited using the volume named for the Reporter of Decisions.

Examples

Fletcher v. Peck (1810), 10 U.S. (6 Cranch) 87, 128, 3 L.Ed. 162, 175

Cummings v. Missouri (1867), 71 U.S. (4 Wall.) 277, 18 L.Ed. 356

United States v. Perez (1824), 22 U.S. (9 Wheat.) 579, 580, 6 L.Ed. 165

"Wall." = Wallace; "Wheat." = Wheaton. Note also that "How." = Howard; "Pet." = Peters; "Dall." = Dallas.

Courts of Appeals

Opinions of the courts of appeals are found primarily in the Federal Reporter (F.) and the Federal Reporter, Second Series (F.2d).

The designation of the circuit's number is contained within the parentheses of the date of decision, as (C.A.1, 1984); (C.A.2, 1978); (C.A.10, 1980); but (C.A.D.C.1981).

There is no space between C.A. and D.C. and there is no comma after D.C.

Examples

Domberg, Tyler, Richard & Grieser v. Detroit, Toledo & Ironton RR. Co. (C.A.6, 1965), 351 F.2d 121

Bass v. Hoagland (C.A.5, 1949), 172 F.2d 205, certiorari denied (1949), 338 U.S. 816, 70 S.Ct. 57, 94 L.Ed. 494

Schofield v. John R. Thompson Co. (C.A.6, 1940), 109 F.2d 432

Thorpe v. Thorpe (C.A.D.C.1966), 364 F.2d 692

District Courts

Opinions of the district courts are found primarily in the Federal Supplement (F.Supp.) and the Federal Rules Decisions (F.R.D.), but cases prior to circa 1932 can be found in the Federal Reporter (F.). In citing district court opinions, the year of decision is preceded by the designation of the district and the abbreviation of the forum state. Thus (N.D.Ohio 1981), not (N.D.Ohio E.D. 1981).

Examples

Forbes v. Wilson (N.D.Ohio 1917), 243 F. 264

No comma follows "Ohio."

Crews v. Blake (S.D.Ga.1971), 52 F.R.D. 106, 107

Heath v. Westerville Bd. of Edn. (S.D.Ohio 1972), 350 F.Supp. 360

United States v. Atlantic Richfield Co. (E.D.Pa.1977), 429 F.Supp. 830, 841, affirmed
sub nom. United States v. Gulf Oil Corp. (C.A.3, 1978), 573 F.2d 1303

Stephenson v. Duriron Co. (S.D.Ohio 1968), 292 F.Supp. 66, affirmed (C.A.6, 1970),
428 F.2d 387, certiorari denied (1970), 400 U.S. 943, 91 S.Ct. 245, 27 L.Ed.2d 247

Baylor v. Mading-Dugan Drug Co. (N.D.Ill.1972), 57 F.R.D. 509, 511

CONSTITUTIONS

Cite the Ohio Constitution of 1851, as amended, and the United States Constitution in the order of clause, section, article and name of Constitution. Specific clauses or amendments to the Constitutions are written out in words.

Examples

Ohio Constitution

Section 2(B)(1)(g), Article IV, Constitution *or* Ohio Constitution

Section 3, Article XVIII, Constitution *or* Ohio Constitution

Section 2(B)(1)(g), Article IV, Constitution *or* Ohio Constitution

the Home Rule Amendment

the Due Process Clauses of the Ohio and United States Constitutions

the Equal Protection Clause

the Modern Courts Amendment

United States Constitution

Section 2, Article II, United States Constitution

“United States” is not abbreviated.

Section 2, Article III, United States Constitution

Clause 8, Section 8, Article I, United States Constitution

Section 3, Eighteenth Amendment to the United States Constitution

The preposition is "to," not "of."

Section 1, Fifteenth Amendment

the Fourteenth Amendment

the Sixth Amendment to the United States Constitution

the Due Process Clause

the Equal Protection Clause

ENCYCLOPEDIAS

Examples of the forms of citation for various commonly cited encyclopedias follow:

Examples

47 Corpus Juris (1929) 337-338, Partition, Section 168

Corpus Juris is not abbreviated C.J. There is no comma after the parentheses and before the page number.

27B Corpus Juris Secundum (1959) 656-657, Divorce, Section 321

Corpus Juris Secundum is not abbreviated C.J.S.

70 Corpus Juris Secundum (1951) 511, Perjury, Section 44

"Perjury" is not italicized.

22 American Jurisprudence 2d (1965) 367, Damages, Section 271

American Jurisprudence 2d is not abbreviated Am. Jur.2d.

6 American Jurisprudence 2d (1963, Supp.1983), Assault and Battery, Section 107

24A Corpus Juris Secundum (1962, Supp.1983), Criminal Law, Sections 1748-1750

16 Ohio Jurisprudence 3d (1979, Supp.1983), Condominiums and Co-operative Apartments, Section 20

When citing a supplement or pocket part, use the above three examples.

35 Ohio Jurisprudence 2d (1959) 269, Mandamus, Section 24

Ohio Jurisprudence 2d is not abbreviated O.Jur.2d.

55 Ohio Jurisprudence 2d (1963) 333, Water Supply, Section 24

21 Ohio Jurisprudence 3d (1980) 371, Counties, Townships and Municipal Corporations, Section 809

LAW REVIEWS

Law review articles and student notes are cited as follows. The title of an article or note is not italicized.

Examples

Steinberg, Economic Perspectives on Regulation of Charitable Solicitation (1989), 39 Case W.Res.L.Rev. 775.

Ingram, Punitive Damages Should be Abolished (1988), 17 Cap.U.L.Rev. 205

Quigley, Ohio's Unique Rule on Burden of Persuasion for Self-Defense: Unraveling the Legislative and Judicial Tangle (1988), 20 U.Tol.L.Rev. 105

Poulin, Collateral Estoppel in Criminal Cases: Reuse of Evidence after Acquittal (1989), 58 U.Cin.L.Rev. 1

Nagel, Systems Analysis, Microcomputers, and the Judicial Process (1989), 14 U.Dayton L.Rev. 309

Morgan, Civil RICO: The Legal Galaxy's Black Hole (1988), 22 Akron L.Rev. 107

Marinelli, Accountants' Liability to Third Parties (1989), 16 Ohio N.U.L.Rev. 1

Banner, Please Don't Read the Title (1989), 50 Ohio St.L.J. 243

Note, The Use of the Future Test Year in Utility Rate-making (1972), 52 B.U.L.Rev. 791, 796

As with the citation of case reports, the date preceeds the volume and page number of the law review.

Hufstedler, Is America Over-Lawyered? (1982), 31 Cleve.St.L. Rev. 371, at 373, fn. 11

Note (1973), 26 U.Fla.L.Rev. 89, 90

Hochman, The Supreme Court and the Constitutionality of Retroactive Legislation (1960), 73 Harv.L.Rev. 692, 696, 727

Lambert, Tort Liability for Psychic Injuries (1961), 41 B.U.L.Rev. 584, at 592

OPINIONS OF THE OHIO ATTORNEY GENERAL

Opinions of the Ohio Attorney General are cited as follows:

Examples

1946 Ohio Atty.Gen.Ops. No. 1165

1974 Ohio Atty.Gen.Ops. No. 74-094, at 2-382

1971 Ohio Atty.Gen.Ops. No. 71-079, at 2-269 to 2-271

1962 Ohio Atty.Gen.Ops. No. 3334, at 809

REGULATIONS

Administrative regulations are cited as follows:

Examples

Ohio Regulations

Ohio Adm.Code 109:4-3-09

The word "Section" is not inserted after the word "Code."

Ohio Adm.Code 5705-3-07(B)

Ohio Adm.Code 4901:1-7-01 *et seq.*

1990-1991 Ohio Monthly Record 1067

Former Ohio Adm.Code 3745-1-05, 1977-1978 Ohio Monthly Record 3-977, eff. Feb. 4, 1978

Federal Regulations

Section 113, Title 16, C.F.R.

C.F.R. = Code of Federal Regulations.

Section 101.18(a), Title 29, C.F.R.

Section 2503, Title 16, C.F.R.

Section 545.8-3(f), Title 12, C.F.R.

53 F.R. 24440

Former Section 101.14, Title 29, C.F.R., 52 F.R. 23967, 23970, eff. June 26, 1987.

F.R. = Federal Register

RESTATEMENTS

Restatements of the Law are cited as follows:

Examples

Restatement of the Law 2d, Foreign Relations (1965) 200, Section 66

4 Restatement of the Law 2d, Torts (1965) 406, Section 895C(2)(b), Comment *a*

See Restatement of the Law 2d, Torts (1965), at Comments *j* and *k*

Restatement of the Law 2d, Conflict of Laws (1971) 561, Section 187

Restatement of the Law, Torts (1925) 25, Section 22

Restatement of the Law, Torts (1939), Section 929, Comment *b*

1 Restatement of the Law 2d, Contracts (Tent.Draft 1967) 20, Section 168

Restatement of the Law 2d, Contracts (1981) 426, Misrepresentation, Section 159 *et seq.*

RULES

Representative citations of rules of court follow:

Examples

Ohio Rules

App.R. 9

App.R. 23

Canon 8 of the Code of Judicial Conduct

C.A.Sup.R. 3(B)

C.C.R. 4 (Court of Claims Rules)

Civ.R. 56(C)

Civ.R. 60(B)

CLE Reg. 303.3

C.P.Sup.R. 4

C.P.Sup.R. 12

Crim.R. 11

Crim.R. 44

Crim.R. 2 and 10

“Crim.R.” is not repeated.

DR 1-101(A)(2)

DR 9-102(A)(2)

EC 1-1 and 9-3

EC 9-3 and 9-4

Evid.R. 601

Evid.R. 803 and 804(B)(5)

“Evid.R.” is not repeated.

Gov.Bar R. V(31)

Gov.Jud.R. V

Juv.R. 21

Juv.R. 5

May.Ed.R. 3

M.C.Sup.R. 1

M.C.Sup.R. 3

S.Ct.Prac.R. VII(3)(A)

S.Ct.R.Rep.Op. 2(E)(4)

Traf.R. 23

Traf.R. 10 and 12

V.C.C.R. 1(H)(2) (Victims of Crime Compensation Rules)

Local Rules of Court

Examples

Loc.R. 15 of the Court of Common Pleas of Cuyahoga County, General Division

Rule XXVI of the Butler County Probate Court Rules of Practice

Federal Rules

Examples

Fed.R.App.P. 48

Fed.R.Civ.P. 12(a)

Fed.R.Crim.P. 2

Fed.R.Evid. 411

STATUTES & ORDINANCES

Ohio Statutes

When citing Ohio statutes, the following abbreviations apply: R.C. = Revised Code Section; R.C. Chapter = Revised Code Chapter; R.C. Title = Revised Code Title; G.C. = General Code Section; R.S. = Revised Statutes Section.

Examples

R.C. 3905.12 is still in effect.

R.C. 4511.19 and 4511.191 are the applicable sections.

“R.C.” is not repeated before “4511.191.”

R.C. 4921.03(B)

R.C. Chapter 2901 is applicable.

There is no period after the chapter number.

R.C. Chapters 5739 and 5741 are controlling.

R.C. Title 29

G.C. 1524

G.C. 1465-80 (predecessor section to R.C. 4123.57[C])

R.C. 2323.10 was repealed in Am.H.B. No. 1201, 133 Ohio Laws, Part III, 3017, 3020

R.C. Chapter 2743 (see 135 Ohio Laws, Part II, 869 *et seq.*)

G.C. 6602-1 (Am.H.B. No. 407, 123 Ohio Laws 441, 442-443)

At issue are section (B), subsection (2) and division (a) of the statute.

The words “section,” “subsection” and “division” do not begin with capital letters in the above example. However, when “section” is followed by a specific section number, “section” begins with a capital letter. *E.g.* The trial court relied on Section 1983 of the Civil Rights Act.

An Act may be designated as follows:

Am.Sub.H.B. No. 406

When further specification in designation is needed, cite also Ohio Laws:

Section 5, Am.Sub.H.B. No. 565, 137 Ohio Laws, Part II, 2964

Am.Sub.S.B. No. 257, 136 Ohio Laws, Part I, 646, 653-656

Am.H.B. No. 268, 126 Ohio Laws 730

Ohio Municipal Ordinances

Municipal ordinances may be cited as follows:

Cleveland Codified Ordinances 693.07

The First Edition of the manual used the word “Section” before “693.07.”

Cleveland Codified Ordinances 181.21 and 181.29

Cincinnati Municipal Code 910-9

Akron City Code 432.16

New Albany Code 434.01 and 624.03(a)

Euclid Codified Ordinances 333.03

Columbus Traffic Code 2133.01(C)

Mayfield Heights Codified Ordinances 545.05

Codified Ordinances of the City of Cleveland

Federal Statutes

References to federal statutes are made to the United States Code.

Examples

Section 2400, Title 26, U.S.Code

Section 1983, Title 42, U.S.Code

Section 551 *et seq.*, Title 5, U.S.Code is controlling.

A singular verb is used following the *et seq.* in the above example. No comma follows "U.S.Code."

Foreign Statutes

When citing foreign statutes, the following abbreviations apply: Stat. = Statute(s); Rev. = Revised; Ann. = Annotated; Comp. = Compiled. "Chapter," "Code" and "Title" are not abbreviated.

Examples

Ala.Code 11-42-6

A section abbreviation (§) is not used.

Alaska Stat. 47.07.073

Ariz.Rev.Stat.Ann. 13-1703

Cal.Civ.Code 1785.30

Cal.Penal Code 1103a

Conn.Gen.Stat.Ann. 4-187

Del.Code Ann., Title 7

"Title" is preceded by a comma.

Ill.Ann.Stat., Chapter 122

"Chapter" is preceded by a comma.

Ky.Rev.Stat.Ann. 177.990 (date)

If clarity requires the effective date of the statute, place the date in parentheses after the section, chapter, or title number.

Mich.Comp.Laws Ann., Chapter 500

N.Y.Banking Law 380-h

S.D.Codified Laws 21-27-1

Tex.Water Code Ann. 55.519

Miscellaneous - International Statutes

Statute of Anne (1705), 11 Eng.Stat. 161, Chapter 16, Section 27

TEXTS, TREATISES AND DICTIONARIES

Examples of commonly cited texts and treatises follow:

Examples

Annotation (1972), 46 A.L.R.3d 578, 584, or Annotation, Rights in Respect of Engagement and Courtship Presents When Marriage Does Not Ensur (1972), 46 A.L.R.3d 578, 584

The title of the article is not italicized or surrounded by quotation marks. "Annotation" is not abbreviated.

Annotation (1971), 38 A.L.R.3d 1384, **or** Annotation, Attorney's Fees in Class Actions (1971), 38 A.L.R.3d 1384

Annotation (1974), 20 A.L.R.Fed. 448, 454, Section 3

5A Appleman, Insurance Law and Practice (1970) 557, Section 3551

Ballantine's Law Dictionary (3 Ed.1969) 1133

Black's Law Dictionary (4 Ed.Rev.1968) 101

1 Jones, Evidence (6 Ed.Gard Rev.1972) 377, Section 4.1

3 LaFave, Search and Seizure (1978) 36-37, Section 9.2

2A Larson, Law of Workmen's Compensation (1983) 14-778 to 14-779, Section 77.13

McCormick, Evidence (2 Ed.Cleary Ed.1972) 209, Section 97

8 McQuillin, Municipal Corporations (3 Ed.1976) 476, Section 25.160

2 McDermott, Ohio Real Property Law and Practice (3 Ed.1966) 815, Section 17-41A

3 Moore, Federal Practice (1978), Paragraph 15.13[2], at 15-162

6 Nichols, Eminent Domain (3 Ed.1981) 26-308, Section 26.45

1 Ohio Jury Instructions (1983), Section 5.10, at 144

4 Ohio Jury Instructions (1981) 59, Section 409.01(2)

Prosser, Law of Torts (4 Ed.1971) 327-328, Section 54

Simes & Taylor, Model Title Standards (1960) 32

Webster's Third New International Dictionary (1961) 1203

White & Summers, Uniform Commercial Code (1980) 657, 661, Section 17-3

7 Wigmore, Evidence (Chadbourn Rev.1978) 242-249, Section 1986

8 Wigmore, Evidence (McNaughton Rev.1961), Sections 2380-2381

MISCELLANEOUS MATTERS OF STYLE

Abbreviations—As They Appear in the Style or Citation of a Case

The following is a list of abbreviations commonly used when citing the caption of a case.

Examples

accident	Acc.
administrative	Adm.
administrator	Admr.
America(n)	Am.
and	&
apartments	Apts.
associates	Assoc.
association	Assn.
assurance	Assur.
authority	Auth.
automobile	Auto.
avenue	Ave.
board	Bd.
boulevard	Blvd.
brotherhood	Bhd.

brothers	Bros.
building	Bldg.
bureau	Bur.
casualty	Cas.
center	Ctr.
central	Cent.
chemical	Chem.
civil	Civ.
commission	Comm.
commissioner	Commr.
commissioners	Commrs.
committee	Commt.
companies	Cos.
company	Co.
compensation	Comp.
consolidated	Consol.
construction	Constr.
contractor	Contr.
cooperative	Coop.
corporation	Corp.
corrections	Corr.
county	Cty.
department	Dept.
development	Dev.
distributor, -ion, -ing	Distrib.
district	Dist.
division	Div.
doing business as	d.b.a.
east, eastern	E.
education	Edn.
electric	Elec.
engineering	Eng.
enterprise	Ent.
employee, -er, -ment	Emp.
equipment	Equip.
executor	Exr.
federal	Fed.

federation	Fedn.
fidelity	Fid.
finance	Fin.
footnote	fn.
formerly known as	f.k.a.
foundation	Found.
general	Gen.
government	Govt.
guaranty	Guar.
guardian	Grdn.
habilitation	Hab.
heights	Hts.
highway	Hwy.
hospital	Hosp.
housing	Hous.
incorporated	Inc.
indemnity	Indemn.
independent	Indep.
industrial	Indus.
institute, -ion	Inst.
insurance	Ins.
international	Internatl.
investment	Invest.
liability	Liab.
limited	Ltd.
machinery	Mach.
management	Mgt.
manager	Mgr.
manufacturer	Mfr.
manufacturing	Mfg.
market	Mkt.
medical	Med.
memorial	Mem.
metropolitan	Metro.
mount	Mt.
mortgage	Mtge.
municipal	Mun.

mutual
national
north, northern
now known as
number
organization
product, -ion
prosecuting attorney
psychiatric
public
railroad
railway
refrigeration
rehabilitation
reserve
review
road
sanitary
savings
savings & loan
secretary
security
service
society
south, southern
standard
street
surety
system
telegraph
telephone
township
transmission
transportation
university
utility
west, western

Mut.
Natl.
N.
n.k.a.
No.
Org.
Prod.
Pros. Atty.
Psych.
Pub.
RR.
Ry.
Refrig.
Rehab.
Res.
Rev.
Rd.
Sanit.
Sav.
S. & L.
Secy.
Sec.
Serv.
Soc.
S.
Std.
St.
Sur.
Sys.
Tel.
Tel.
Twp.
Transm.
Transp.
Univ.
Util.
W.

Months of the Year

The months of the year are abbreviated as follows:

Jan.	May	Sept.
Feb.	June	Oct.
Mar.	July	Nov.
Apr.	Aug.	Dec.

Capitalization

Proper names and exact titles are capitalized.

Examples

Erie County Court of Appeals

Court of Appeals for Erie County

the court of appeals

Court of Common Pleas of Franklin County

Franklin County Court of Common Pleas

the court of common pleas

the Supreme Court

the court

Judge Smith

the judge

the Registrar of Motor Vehicles

the registrar testified

Charter of the City of Cleveland

the Cleveland City Charter

In both of the above examples, "city" begins with a capital letter. However, it is the practice of the Reporter's Office not to begin "village," "city," "state" with capital letters in the following examples: "the village of Carlisle"; "the city of Worthington"; "the state of Ohio."

the United States District Court

the district court

Dates

Examples of the citation of dates in the text of an opinion follow:

June 7, 1984

August 25, 1948

August is not abbreviated in the above example.

July 1983

There is no comma between July and 1983.

In late December 1979 or early January 1980, * * *

On July 7, twenty-six days later, * * *

On February 2, 1984, the appellant received the January order.

On June 23, 1981, the probate court filed its journal entry.

The April 1963 agreement

the November 20, 1980 decision

Since September 18, 1979, for the tax years 1973, 1974, and 1975,

from August 22, 1973 to December 1973

the July 13 enactments

July or August 1977

the spring of 1942

the fall of 1984

its July 31, 1979 *nunc pro tunc* entry

On May 29, at 9:00 a.m.,

The hearing was held on July 16, August 14, and August 15, 1980.

during the 1980-1981 school year

the June 20, 1980 effective date of the Act

the 1933 amendment

On the morning of May 9,

since the 1950s (preferred) or since the 1950's (acceptable)

Ellipses

The omission of material within quoted material is represented by three stars (* * *). The ellipsis is not to be shown by three periods (...).

Examples of the use of ellipses follow:

Examples

R.C. 1533.181 states:

“(A) No owner * * *

“(1) Owes any duty to a recreational user to keep the premises safe for entry or use[.]”

Civ.R. 15(A) reads:

“Amendments. * * * Leave of court shall be freely given when justice so requires. * * *

Civ. R. 15(A) reads in part: “Leave of court may be freely given[.]”

If ellipses are used, the quote should not be introduced with the words “in part” or “in pertinent part.”
If ellipses are not used, the words “in part” may be used if the context requires them.

“[A] child in Ohio can sue the parent.”

Finally, the Equal Protection Clause “imposes no iron rule of equality.” *Id.* at 528.

Short quotes, be they phrases or sentences, need no ellipsis either at the beginning or the end of the quote.

“The [State Medical Board] suspended the [defendant].”

Brackets, not ellipses, should be used to indicate alterations or insertions within a quote, unless the omission would mislead the reader, e.g., “The [State Medical Board] suspended the * * * [defendant].” (The defendant and others were suspended.) When so used, the ellipses should precede the bracketed words.

Appellant's complaint provides:

“7. Of the bids submitted * * * Relator [Executone] had the lowest bid.

“* * *

“9. Subject to the concurrence of * * * Toledo, Respondents agreed to award the contract to Tel-Matic.”

Ellipses need not be used either before or after a block quote. But when a block quote begins within a sentence, ellipses may be used:

Appellant's complaint provides:

“* * * Relator had the lowest bid.

“* * *

“* * * Respondents agreed to award the contract to Tel-Matic.”

Quoted material containing three periods (...), as is found in federal reporters, may be changed to three stars (* * *), without explanation.

The court stated: “* * * ‘ * * * The transfer of title is a * * * “sale” and the * * * taxable event on which the * * * [tax] is imposed. * * * ’ ”

Excessive use of ellipses is discouraged.

Emphasis *Sic* and Emphasis Added

The term “emphasis *sic*” is used to indicate that the word or words in italics were italicized in the original, for example:

The contract provides that “the parties *shall* deposit \$100 with the escrow agent.” (Emphasis *sic*.)

The term “emphasis added” is used to indicate that the word or words in italics were not italicized in the original, for example:

The contract provides that “*the parties* shall deposit \$100 with the escrow agent.” (Emphasis added.)

“*[U]nsupported* conclusions are not considered admitted and are not sufficient to withstand a motion to dismiss.” (Emphasis added.) *State ex rel. Smith v. Ohio Adult Parole Auth.* (1991), 61 Ohio St.3d 602, 603, 575 N.E.2d 840, 841.

The term “emphasis added” appears after the quote, but before the citation.

Governmental Agencies and Entities

The following is a representative list of the citation of governmental agencies and entities which have appeared in the Ohio Official Reports:

Courts and Court Personnel

Supreme Court of Ohio (preferred) or Ohio Supreme Court (acceptable)

Court of Appeals for Franklin County or Franklin County Court of Appeals

Sixth Appellate District or Sixth District Court of Appeals

Lucas County Court of Common Pleas or Court of Common Pleas of Lucas County

Juvenile Court of Wood County or Wood County Juvenile Court

Franklin County Municipal Court

Belmont County Court, Western Division

Cleveland Municipal Court

Court of Claims

Clark County Clerk of Courts
Clerk of the Shaker Heights Municipal Court
United States Supreme Court or Supreme Court of the United States
United States Sixth District Court of Appeals
United States District Court for the Southern District of Ohio, Western Division
Supreme Court of Wisconsin
the court

Municipal Entities and Personnel

city of Columbus
Brown Township
village of Cuyahoga Heights
Mayor of Cleveland or the mayor
Service Director of the city of Lorain
Board of Trustees of Green Township
Madison Township Board of Zoning Appeals
Cincinnati Department of Buildings and Inspections
Cleveland Law Department
Cleveland Personnel Department
Sergeant Smith or Sgt. Smith, Patrolman Jones or Ptl. Jones
the Cleveland police
Troy Police Department
Clyde City Council
Lorain City Council
Cleveland City School District
Perrysburg Public Schools
Richmond Heights Local School District

State and County Entities and Personnel

Attorney General

Auditor of State

State Auditor

Office of Consumers' Counsel

Secretary of State

Tax Commissioner

Board of Tax Appeals

Adult Parole Authority

Board of Trustees of Ohio State University

Bureau of Criminal Identification

Bureau of Workers' Compensation

the bureau

Industrial Commission of Ohio or Industrial Commission

the commission

Dayton Regional Board of Review

Toledo Regional Board of Review

board of review

Environmental Board of Review

Director of Environmental Protection

Equal Employment Opportunity Commission

Ohio Civil Rights Commission

Ohio State Highway Patrol

Ohio State Reformatory

Ohio Youth Commission

Public Utilities Commission of Ohio

Reclamation Board of Review

Chief of the Division of Reclamation or Chief of Reclamation

State Board of Cosmetology

State Board of Education

State Insurance Fund

State Personnel Board of Review

Supreme Court Reporter's Office

Unemployment Compensation Board of Review

General Assembly

Ohio legislature (acceptable) or the General Assembly (preferred)

the judiciary

Columbiana County Grand Jury

the grand jury

Columbiana County Welfare Department

Commissioner of Tax Equalization

Cuyahoga County Board of Commissioners or Board of Cuyahoga County Commissioners

Cuyahoga County Engineer

Franklin County Children Services Board

Hamilton County Welfare Department

Meigs County Sheriff's Office

Summit County Recorder

Wood County Prosecutor

History of a Case

Explanatory terms such as certiorari denied or allowed; appeal dismissed; motion for leave to appeal overruled; affirmed; or vacated on other grounds are not italicized and are written out in full.

Examples

State v. Roberts (1980), 62 Ohio St.2d 170, 16 O.O.3d 201, 405

N.E.2d 247, certiorari denied (1980), 449 U.S. 879, 101 S.Ct. 227, 66 L.Ed.2d 102.

State v. Lockett (1976), 49 Ohio St.2d 48, at 65, 3 O.O.3d 27, at 37, 358 N.E.2d 1062, at 1073, reversed on other grounds (1978), 438 U.S. 586, 98 S.Ct. 2954, 57 L.Ed.2d 973.

Hwy. Truck Drivers & Helpers Loc. 107 v. Cohen (C.A.3, 1960), 284 F.2d 162, affirming (E.D.Pa.1960), 182 F.Supp. 608, certiorari denied (1961), 365 U.S. 833, 81 S.Ct. 747, 5 L.Ed.2d 744.

But, see, *United States v. Hoffa* (E.D.Tenn.1964), No. 11989, unreported, conviction and overruling of first motion for new trial affirmed (C.A.6, 1965), 349 F.2d 20, affirmed (1966), 385 U.S. 293, 87 S.Ct. 408, 17 L.Ed.2d 374, second motion for new trial denied (E.D.Tenn.1965), 247 F.Supp. 692, affirmed (C.A.6, 1967), 376 F.2d 1020, certiorari denied (1967), 389 U.S. 859, 88 S.Ct. 102, 19 L.Ed.2d 124, third motion for new trial denied (E.D.Tenn.1965), 247 F.Supp. 692, 698, affirmed (C.A.6, 1967), 382 F.2d 856, certiorari denied (1968), 390 U.S. 924, 88 S.Ct. 854, 19 L.Ed.2d 984, fourth motion for new trial denied (E.D.Tenn.1967), 268 F.Supp. 732, affirmed (C.A.6, 1968), 398 F.2d 291, remanded *sub nom. Giordano v. United States* (1969), 394 U.S. 310, 89 S.Ct. 1163, 22 L.Ed.2d 297, fifth motion for new trial denied (E.D.Tenn.1970), 307 F.Supp. 1129.

In re IT Corp. (1989), 61 Ohio App.3d 470, 573 N.E.2d 136, motion to certify record overruled (1989), 43 Ohio St.3d 709, 540 N.E.2d 730.

Italicization

The following words are italicized in the Ohio Official Reports:

a fortiori

ab initio

ad hoc

ad litem

amicus curiae

arguendo

corpus delecti

de novo

duces tecum

e.g.

en banc

et seq.

ex rel.

ex parte

id.

i.e.

in camera

in forma pauperis

in haec verba

in limine

in pari materia

in re

in rem

in toto

infra

inter alia

inter se
inter vivos
ipso facto
mens rea
nolle prosecute
nolo contendere
nunc pro tunc
obiter dictum
pendente lite
per curiam
per se
pro hac vice
pro se

res gestae
res ipsa loquitur
res judicata
respondeat superior
sic
stare decisis
status quo
sua sponte
sub judge
sub nom.
sub silentio
supra
viz.

The following words are not commonly italicized in the Ohio Official Reports:

certiorari
de facto
dictum
et al.
etc.
habeas corpus
mandamus
per diem

prima facie
procedendo
pro rata
quo warranto
subpoena
ultra vires
voir dire

Numbers

Numbers which can be written in four or fewer words are written out in words. Decimals are written in numerals. Money is generally written out in numerals with the “.00” not included.

Examples

fifty-six m.p.h.

the parcel was one thousand two hundred feet wide

one million volts

the witness was twelve years old

\$1 million or \$1,000,000

\$1.3 million or \$1,300,000

\$7,500 in punitive damages

\$56.27

\$.05 or five cents

287.06 meters

5.7 percent

five hundred forty-three automobiles

106,785 tons

1,297,392 acres

He saw only one man in the store.

paragraph one of the syllabus

The parcel was one thousand feet wide.

Numerals are used in the following situations:

Assignment of Error No. I

Stipulation No. 12

Count 4 of the indictment

fn. 3

exhibit No. V

Proposition of Law No. XXXVII

Quotation Marks and Punctuation

In general, quotation marks appear on the outside of commas and periods.

Examples

Bill said, "The manuscript is ready."

Although the statute uses the word “shall,” it is clear that the legislature intended “may.”
“Property,” as defined by R.C. 2901.01(J)(1), means “any property, real or personal.”

However, semicolons and colons are placed outside the quotation marks.

Examples

The statute uses the word “shall”; however, it is clear that the legislature intended “may.”

The court gave the following examples for the use of the word “shall”: “(1) * * *.”

Signals

Signals are words which are used to introduce legal authority. Except when *e.g.* is used as part of a signal, the signal is not italicized.

Common Signals

accord	see
but, cf.,	see, also,
but, see,	see, <i>e.g.</i> ,
cf.	see, generally,
contra	

Examples

See *Haverlack v. Portage Homes, Inc.* (1982), 2 Ohio St.3d 26, 2 OBR 572, 442 N.E.2d 749, paragraph two of the syllabus. See, also, *Enghauser Mfg. Co. v. Eriksson Eng. Ltd.* (1983), 6 Ohio St.3d 31, 33, 6 OBR 53, 55, 451 N.E.2d 228, 231, citing *Russell v. Men of Devon* (1788), 2 T.R. 667, 672-673, 100 Eng.Rep. 359, 362. Accord *Superior Uptown, Inc. v. Cleveland* (1974), 39 Ohio St.2d 36, 40-41, 68 O.O.2d 21, 23-24, 313 N.E.2d 820, 823.

See, *e.g.*, *People v. Honeycutt* (1977), 20 Cal.3d 150, 141 Cal.Rptr. 698, 570 P.2d 1050; cf. App.R. 9(C). See, also, *State v. White* (1968), 15 Ohio St.2d 146, 44 O.O.2d 132, 239 N.E.2d 65; see, generally, *State v. Barker* (1983), 8 Ohio St.3d 39, 8 OBR 401, 457 N.E.2d 312.

Spacing Within the Parentheses

The rule for spacing within the parenthetical containing the date may be stated as follows:

(1) Where a word within the parentheses is abbreviated, it is not followed by a space:

Sullivan v. Liberty Mut. Ins. Co. (Fla.App.1979), 367 So.2d 658

United States v. Davis (C.A.D.C.1977), 562 F.2d 681

Norwood v. Dale Maintenance Sys., Inc. (N.D.Ill.1984), 590 F.Supp. 1410

Graley v. Satayatham (C.P.1976), 74 O.O.2d 316, 343 N.E.2d 832

Daily Gazette Co. v. Withrow (W.Va.1986), 350 S.E.2d 738

(2) Where the word within the parentheses is not abbreviated, it is followed by a space:

State v. John (Utah 1978), 586 P.2d 410

Des Jardins v. State (Alaska 1976), 551 P.2d 181

Woods v. Dayton (S.D.Ohio 1983), 574 F.Supp. 689

Harris v. Schorle (Ohio App.1937), 10 N.E.2d 581

(3) Where the element within the parentheses is a numeral, it is followed by a space:

Black's Law Dictionary (6 Ed.1990) 826

Prosser & Keeton, The Law of Torts (5 Ed.1984), Section 80

Griswold, Spendthrift Trusts (2 Ed.1947) 634

(4) Where the element within the parentheses is a month, it is followed by a space whether the month is abbreviated or not:

Hearing v. Delnay (Dec. 21, 1976), Franklin App. No. 76AP-493, unreported

Tavzel v. Aetna Life & Cas. Co. (June 16, 1988), Cuyahoga App. No. 53931, unreported

Use of *Id.* and *Supra*

After the full citation of the case has been made, e.g., *Van Fossen v. Babcock & Wilcox Co.* (1988), 36 Ohio St.3d 100, 522 N.E.2d 489, later references to the case may be made as follows:

Van Fossen

Van Fossen, supra

It is not necessary to use *supra*, and its overuse is discouraged.

Van Fossen v. Babcock & Wilcox Co., 36 Ohio St.3d at 116, 522 N.E.2d at 503.

Van Fossen v. Babcock & Wilcox Co., supra, 36 Ohio St.3d at 116, 522 N.E.2d at 503.

It is not necessary to use *supra*.

Id., 36 Ohio St.3d at 116, 522 N.E.2d at 503.

Id. at 116, 522 N.E.2d at 503.

There is no comma after *id.* when it is followed by the word “at.” The “at” citation is used when no citations intervene between the “*Id.* at” citation and an earlier citation to the same case, and the “*Id.* at” citation is within a paragraph or two of the earlier citation.

Smith, Jones and Williams, supra.

The use of the word “*supra*” is to be minimized, *e.g.*, do not use *Smith, supra, Jones, supra,* and *Williams, supra.* Do not use, for example, “the *Miranda, supra,* rule,” use “the *Miranda* rule.”

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